

**UNITED GENERAL MORTGAGE CORPORATION**  
**APPRAISER APPROVAL REQUIREMENTS**

Please be advised that UGMC will approve individual appraisers. We do not approve Appraisal Companies. If you have multiple appraisers on your staff, you will need to supply the below information for each appraiser:

FAX TO: 610-332-1126 attn: Tina Martellucci or you may email to  
[tmartellucci@ugmc.net](mailto:tmartellucci@ugmc.net)

- 1) Current appraiser license clearly identifying the expiration date and your license number.
- 2) Resume listing your experience as an Appraiser (must meet a 5 year minimum experience requirement and at least 2 years appraising manufactured homes).
- 3) Current E&O Insurance Policy clearly identifying your expiration date and your liability coverage. (If you are a part of a firm, the firm insurance is acceptable but then we must have a list showing all of the appraisers being covered).
- 4) Three recent samples of appraisals completed within the last six months (if this is a site built home then three site built samples, if this is manufactured then three sample manufactured appraisals, etc.).
- 5) Current client list and a minimum of three references from finance companies, banks, or other lenders for which the appraiser has performed appraisals within the last six months.

Upon receipt and review of these items you will be added to our Approved Appraiser list. Please be advised that upon expiration of your license and/or E&O Insurance you will automatically be suspended from the list until updated information is received to indicate you are in good standing.

\*\*UGMC verifies all Appraisers against the FHLMC Exclusionary Lists\*\*

If you have any questions please feel free to contact your account executive at 888-919-8462. Thank you and we look forward to working with you.